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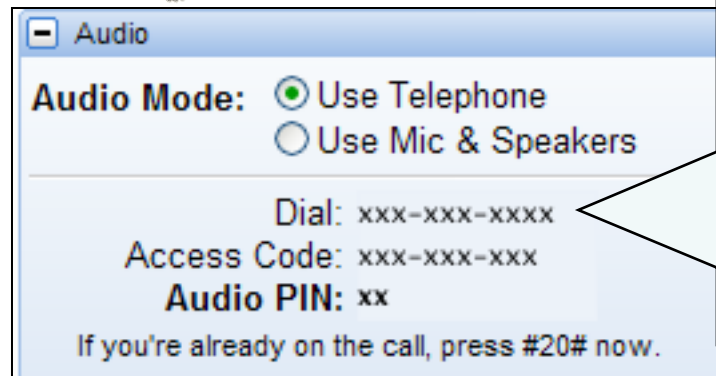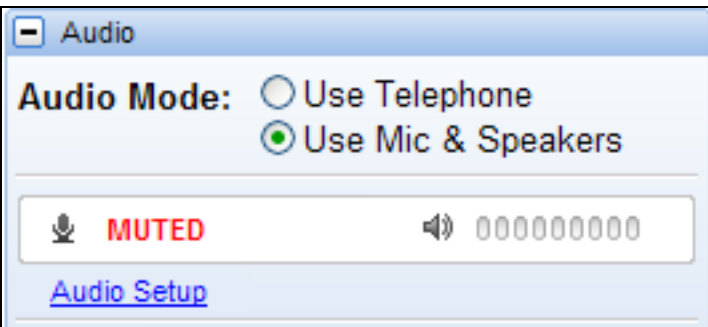
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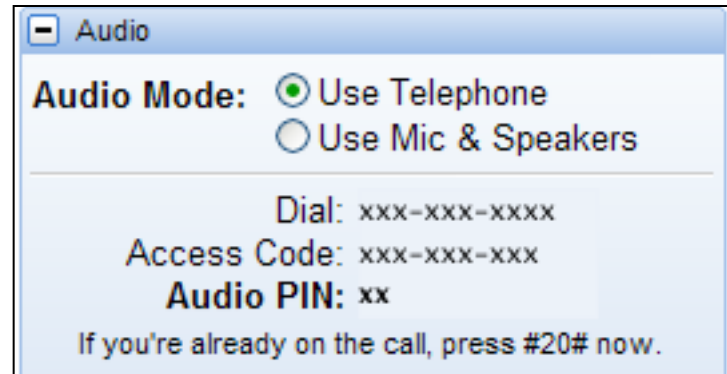**Your Dial-In Number, Access Code, and Audio PIN are located in the Webinar control panel.**

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ProviderOne

- **Attendee Control Panel**

- **Asking Questions**

Attendee Control Panel

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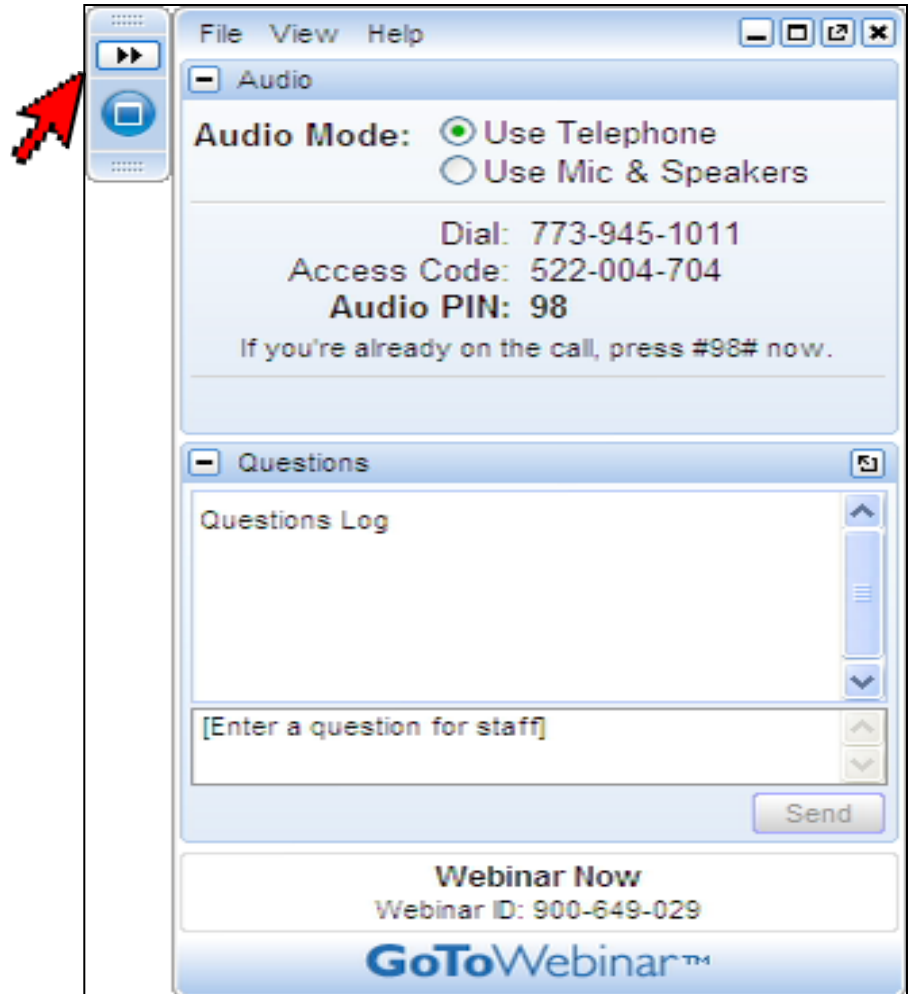
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- **You may ask questions any time during the Webinar**
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  - Type in question
  - Click Send

- **Selected questions will be answered during the Webinar – time permitting**

- **Questions will be reviewed for inclusion in future communications from DSHS**

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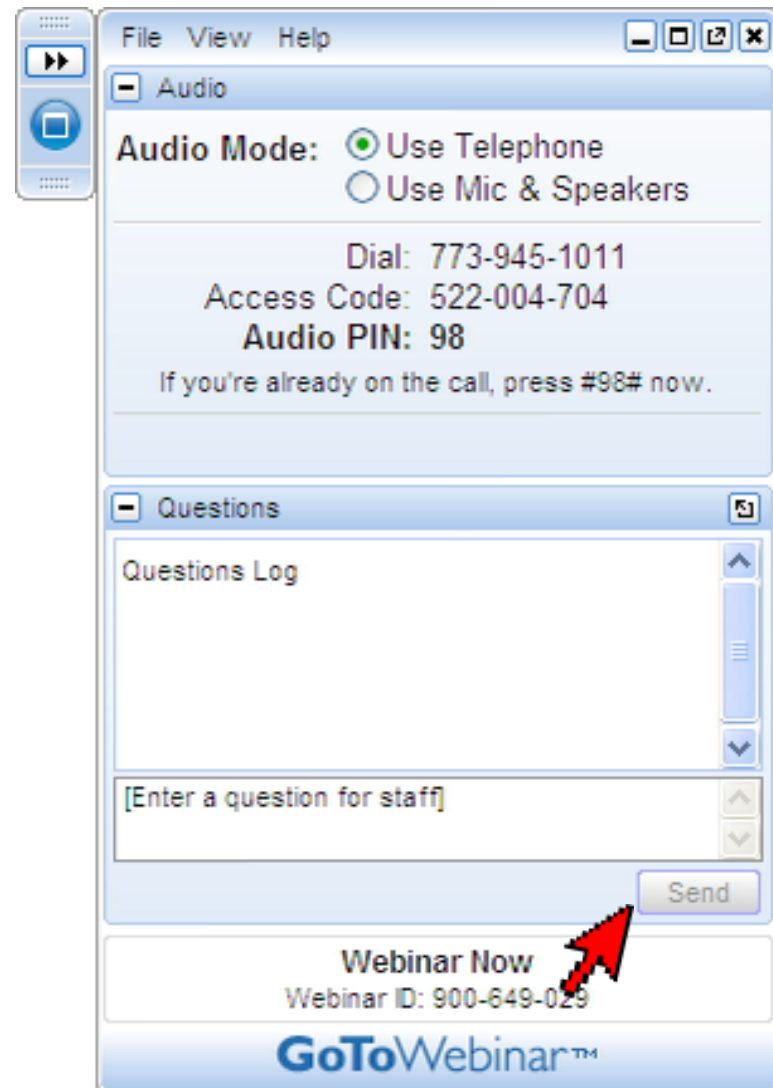
OPERATIONAL WEBINAR SERIES:

BILLING USING TAXONOMIES ON CLAIMS

- **Copy of this presentation located at http://hrsa.dshs.wa.gov/providerone/Webinars/TaxonomyWebinar.ppt**

- **Links to all resources located later in the presentation**

After this Webinar, you can:

- Locate taxonomy code for a single NPI in ProviderOne

- Obtain taxonomy report for entire organization or multiple NPIs

- Add a taxonomy code to your provider file

- Place taxonomy code in the correct location on claims submitted directly into ProviderOne or on paper

TOPICS IN THIS PRESENTATION

- **What is a Taxonomy Code and why is it used?**

- **How did DSHS get my Taxonomy Code?**

- **How do I find my Taxonomy Code?**

- **How do I add a Taxonomy Code?**

- **Do my rendering providers have a Taxonomy Code?**
  - How do I find my rendering provider Taxonomy Code?

- **Can I find all my Taxonomy Codes?**

- **Where do I put my Taxonomy Codes on DSHS claims?**

- **Will DSHS map Taxonomy Codes to Procedure Codes?**

- **Important Tips for Getting Paid**

- **Common pitfalls**

WHAT IS A TAXONOMY CODE?

- **Taxonomy codes are 10 characters in length (both letters and numbers). They identify a provider type and area of specialization and sub-specialization.**
  - **The first two digits are the provider type**
  - **The next two digits are the provider specialty**
  - **The next five digits are the provider subspecialty**
  - **The last character is reserved for future use, so it will display as an "X"**
- **Providers can have more than one taxonomy code**

With NPI numbers, some providers combine specialized services or lines of business into one group NPI number

- Some providers combine many legacy-issued DSHS provider numbers into one NPI number
  - NPI numbers do not have any built-in provider information
  - The Department cannot tell by the NPI number alone if a provider is approved to bill specialized services
- The addition of the taxonomy code to the claim supports billing specialized services:
  - If that taxonomy is listed on the provider's file in ProviderOne, and
  - If it is supported by provider licensure

HOW DID DSHS GET MY TAXONOMY CODE?

- **The Department determined your taxonomy from your provider type and specialty when you became a Medicaid Provider**
  - Based on those listed on your Core Provider Agreement **OR**
  - Based on your specific professional license
- **Providers may have other taxonomy codes available in ProviderOne that they can self load into their provider file**
- **When billing, group providers must use the taxonomy code that is associated with that specialized service**

HOW DID DSHS GET MY TAXONOMY CODE? (CONT.)

The Department cross-walked your provider type and specialty from the old legacy payment system into ProviderOne as a Taxonomy Code.

- Taxonomy codes were loaded into your new ProviderOne NPI provider file based on your legacy provider type and specialty
- Some legacy provider types and specialties may have more than one taxonomy code covering various services
  - The Department only loaded taxonomy codes for covered services
  - More than one may have been loaded on your file
  - Not all taxonomy codes were loaded into ProviderOne

DSHS does not check your assigned taxonomy code(s) against the taxonomy you used to get your NPI number

FIND YOUR TAXONOMY CODE

**Your Taxonomy Code is loaded in ProviderOne under your NPI number provider file. To find the code(s):**

- **Log into ProviderOne (https://www.waproviderone.org/)**
- **Any number of Profiles will allow viewing only of the provider file**
  - Let's use "Provider Claims Submitter"
- **At your Provider Portal (homepage)**
  - Scroll down to "Provider"
  - Click on "Manage Provider Information"
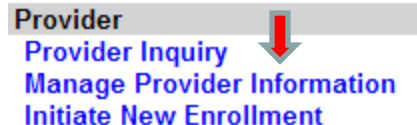
FIND YOUR TAXONOMY CODE (CONT.)

- **On your Business Process Wizard screen, click on Step 3: Specializations:**

  Step 3: Specializations
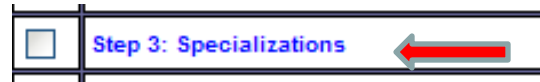
  - **You should now be at the screen labeled "Specialty/Subspecialty List" (which is your taxonomy code list)**

  Note: Provider Type and Specialty/Subspecialty are your Taxonomy Codes.

  Specialty/Subspecialty List:

The taxonomy code is broken into separate segments

Provider Type ▲ ▼	Specialty/Subspecialty ▲ ▽	Administration ▲ ▼	Start Date ▲ ▼	End Date ▲ ▼	Operational Status ▲ ▼
20-Allopathic & Osteopathic Physicians	8D-General Practice/00000-General Practice	HRSA	01/25/2010	12/31/2999	Active

- The first column describes the Provider type: **20**
- The second column describes the specialty and subspecialty for the provider type: **8D00000**
- ProviderOne does not display the "**X**" character at the end of your taxonomy, but it is reserved for future use
- The other columns contain information dealing with the taxonomy code status
- The taxonomy code *in this example* is: **208D00000X**
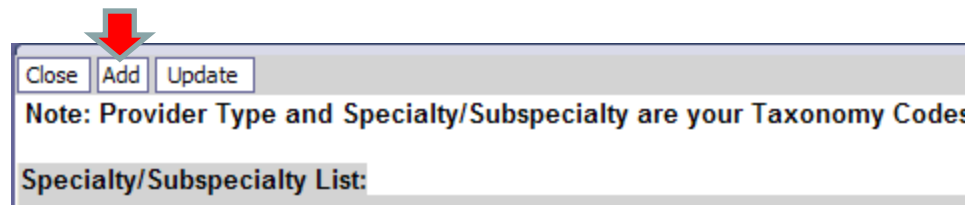
HOW DO I ADD A TAXONOMY CODE?

Can't find the Taxonomy Code you want to use?

- **There are a number of taxonomy codes available in ProviderOne for you to add to your provider NPI file**
  - Services must be covered by your licensure
  - In certain instances, your group/facility must be approved to provide the service
- **Only the staff person with the "Provider File Maintenance" profile can actually update your NPI file**
- **The Department has final approval rights after submission of your request**

ADD A TAXONOMY CODE (CONT.)

To add a taxonomy code:

- **Log into ProviderOne**
- **Pick the "Provider File Maintenance" profile**
- **At your Provider Portal**
  - Scroll down to "Provider"
  - Click on "Manage Provider Information"
- **In the Business Process Wizard screen, click on the hyperlink to Step 3: Specializations**
- **On the Specialty/Subspecialty List screen, add an allowable taxonomy code by clicking on the "Add" button**

| Close | Add | Update |

Note: Provider Type and Specialty/Subspecialty are your Taxonomy Codes

Specialty/Subspecialty List:

ADD A TAXONOMY CODE (CONT.)

Populate the empty boxes with your information

- HRSA Administration administers the Medicaid Program
- Add the start date
- Move the taxonomy code from "Available Taxonomy Codes" to "Associated Taxonomy Codes"
- Click the OK button

Once you have finished adding the new Taxonomy Code to your list, close that screen.

If that is your only NPI provider file modification, you must submit your request to DSHS for approval.

- Click on step 17: Submit Modification for Review
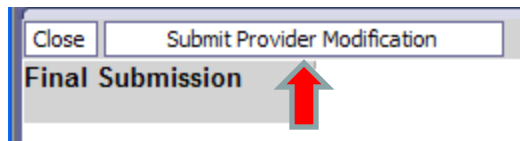
- Then click the button Submit Provider Modification
- You are done with this modification, so click the close button
- And then you can close out of the provider file to continue other tasks

OR

- Log off the system (click on the little door)

DO MY RENDERING PROVIDERS HAVE A TAXONOMY CODE?

All providers who are required to get an NPI number have a taxonomy code.

- **Taxonomy codes for rendering providers were loaded into their new ProviderOne file based on their legacy provider type and specialty**

- **Some legacy provider types and specialties may have more than one taxonomy code covering these services**

  - More than one may have been loaded in the file

  - The Department only loaded taxonomy codes for covered services

  - Not all taxonomy codes have been loaded into ProviderOne

WHERE DO I FIND MY RENDERING PROVIDER'S TAXONOMY CODE?

To find the rendering provider's taxonomy code

- **Log into ProviderOne**

- **Any number of Profiles will allow viewing only of the provider file**
  - Let's use "Provider Claims Submitter"

- **At your Provider Portal (home page)**
  - Scroll down to "Provider"
  - Click on "Manage Provider Information"

- **On your Business Process Wizard screen, click on Step 15: Servicing Provider Information**
  - At the provider list, locate your rendering provider's information line
  - Click on the provider's name in the "Servicing Provider Name" column

WHERE DO I FIND MY RENDERING PROVIDER'S TAXONOMY CODE? (CONT.)

- **You are now at your rendering provider's Business Process Wizard screen**
  - On the Business Process Wizard screen, click on **Step 3: Specializations**
  - You should now be at the screen labeled "Specialty/Subspecialty List" (which is the taxonomy code list)
  - Review and note the taxonomy codes listed for this provider
  - Another taxonomy code can be added to this provider's file using the previously mentioned process if all of the Department's requirements are met

CAN I FIND ALL MY TAXONOMY CODES?

DSHS has developed an online tool to download all the taxonomy codes for your organization, including all rendering/servicing providers.

- **Go to https://fortress.wa.gov/dshs/npicaphrsa/FrontDoor.aspx**

- **Click on the option**

  ✔ | TAXONOMY TOOL

- **Enter your FEIN number**
- **Click on the NPI number to download the file**
- **This file is exportable to Excel for storage**

WHERE DO I PUT THE TAXONOMY CODE ON MY CLAIM?

- Review the HIPAA Companion Guides for taxonomy placement on an electronic claim (837)

  - **http://hrsa.dshs.wa.gov/dshshipaa/**

- Each standard paper claim form has specific fields for taxonomy codes

  - This information is summarized in our new *ProviderOne Billing and Resource Guide*

  - **http://hrsa.dshs.wa.gov/download/ProviderOne_Billing_and_Resource_Guide.html**

  - Numbered Memo 10-22 tells where to put the taxonomy code **http://hrsa.dshs.wa.gov/Download/Memos/2010Memos/10-22.pdf**

  - Remember: Taxonomy codes are required on your Medicare crossover claims

- The Direct Data Entry screen fields in ProviderOne are clearly labeled where the taxonomy code is entered

WILL DSHS MAP TAXONOMY CODES TO PROCEDURE CODES?

Publishing a list is not feasible at this time

- There are thousands of taxonomy codes and service codes

- The taxonomy code descriptions align with categories of service

- One web site to visit for the taxonomy code definitions:

  http://www.wpc-edi.com/content/view/793/1

COMMON PITFALLS

Providers are billing:

- **With a taxonomy code not listed on their ProviderOne NPI provider file.**

- **With a taxonomy code that does not match the service being billed.**

- **Without a taxonomy code listed for the rendering provider.**

- **With a rendering provider's taxonomy code that does not match the service being billed.**

- **With the incorrect taxonomy.**
  - Not enough digits
  - Keying error on digits

IMPORTANT TIPS FOR GETTING PAID

- **Verify your taxonomy during registration**
- **Use your verified taxonomy for billing and rendering (if applicable) providers on your claim when billing**
- **Make sure the service you are billing is allowed by the taxonomy**
- **Claims missing taxonomy will deny**
- **Claims missing NPI for billing providers (and rendering if applicable) will deny**

QUESTIONS?

Ending the Webinar

- **To close the webinar**
  - **Click the X button in the control panel**